



**JOB OPPORTUNITY
CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM**

ASSISTANT PRINCIPAL

**WINDHAM TECHNICAL HIGH SCHOOL
GRASSO TECHNICAL HIGH SCHOOL**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE
BOTTOM OF THIS PAGE!**

Open To: The Public

Location: Windham THS, Willimantic, CT
Grasso THS, Groton, CT

Hours: 8:00 a.m. – 5:00 p.m.

Job Posting # 00058981 – Windham / 00062469 - Grasso – File #775

Salary Range: \$108,386 - \$119,638

Closing Date: August 23, 2012

General Knowledge:

The Connecticut State Department of Education, for its Technical High Schools, invites outstanding educational leaders to apply for the position of High School Assistant Principal at each of its 17 technical high schools. Currently, there are openings at Windham Technical High School in Willimantic and Ella T. Grasso Technical High School in Groton. **This pool will be effective for the 2012-2013 school year and may be used to fill any future vacancies in any school. Please note that all previous pools have been inactivated.**

The Connecticut Technical High School system is a statewide system of secondary schools offering strong instruction in academics and a wide variety of trade technologies. The administrative team is developing/implementing curriculum in both academic and trade areas and providing intensive professional development. The scheduling model offers schools more flexibility and students more electives. The position offers a competitive starting salary and state benefits

General Statement of Duties:

To provide support and leadership in improving the teaching and learning process within the high school.

Example of Duties:

- Assists in the planning, development and implementation of school improvement plans;
- Is responsible for the student assessment process including collecting and analyzing student data to ensure student achievement over time;
- Oversees the use of technology for instruction and other professional development activities;
- Supervises and evaluates instructional staff on and off site;

- Leads scheduling team to improve student instructional schedules and assists in the implementation of the computerized student information system;
- Implements the student discipline policy;
- Has a clear understanding of No Child Left Behind;
- Attends or provides supervision to after-school student or staff activities;
- Performs other duties as assigned by the Principal, Assistant Superintendent and/or Superintendent.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Demonstrated achievement in such areas: experience with Title I; knowledge of supervisory/evaluation methods; familiar with school reform initiatives; ability to demonstrate strong instructional methodology; use of technology to support instruction and special education programming; ability to communicate in a fair and equitable manner with students, parents, staff, district office, business/industry and the community at large.

Minimum Experience and Training Required:

A Master's degree and 18 credit hours. At least five (5) years of teaching experience and three (3) years of leadership/supervisory experience or combination of experiences approved by the State Board of Education.

Preferred Experience and Training:

Experience in the techniques of supervision and evaluation; experience utilizing student data to improve student and school performance, and mentor/assessor training. Experience working with adolescent population in urban/suburban/rural areas depending on location.

Special Requirements or Certification:

Intermediate Administration and Supervisor Certificate (Endorsement 092).

The Department encourages those applicants who do not meet the stated qualifications but who believe they possess equivalent qualifications to submit, in addition to their resumes, written statements indicating how their background and experience qualify them for the position. Appropriate certification by the date of application is required; no substitutions are permissible. Application packets must include proof of certification.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure:

Interested candidates should reference announcement #775, submit a cover letter, transcripts, Application for Examination or Employment (CT-HR-12). You may obtain a copy of the application form at <http://www.cttech.org/central/career-ops/application.pdf>, proof of certification, resume, and three letters of pertinent professional reference to:

**Department of Education
Chris Beloff,
Bureau of Human Resources
25 Industrial Park Road
Middletown, CT 06457
Telephone: (860) 807-2161
Fax: (860) 807-2167
E-Mail: chris.beloff@ct.gov**

All required documents must be submitted by the closing date to be considered for interview.

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not**

limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie

Equal Employment Opportunity Director/American with Disabilities Act Coordinator

State of Connecticut Department of Education

25 Industrial Park Road

Middletown, CT 06457

860-807-2101

Levy.Gillespie@ct.gov

(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty

Education Consultant

Connecticut Technical High School System

25 Industrial Park Road

Middletown, CT 06457

860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education

Office for Civil Rights

5 Post Office Square, Suite 900

Boston, Massachusetts 02109-3921

617-289-0111

fax number 617-289-0150

TTY/TDD 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER